

Dental Radiation Technologist Odd-Numbered Certificate

2017 Renewal

Renew Your Certificate On-Line

January 1, 2017 Through March 1, 2017

THESE INSTRUCTIONS ARE FOR DENTAL RADIATION TECHNOLOGISTS
WHOSE CERTIFICATES END IN AN **ODD-NUMBER**

Your certificate number is the number in the lower left of the certificate inside the box titled "Lic. Reg. Cert. No." **It is not the red control number in the upper right portion of the certificate.**

Odd-Numbered Certificate Holders: The renewal fee for those certificates ending in an **odd-number (1, 3, 5, 7, or 9)** is \$68.00. Odd-numbered certificates will expire in two years on March 1, 2019. You will then renew your certificate for the usual 2-year period in odd-numbered years.

To avoid delays you are strongly urged to begin renewing your certificate on or shortly after January 1, 2017. To expedite processing your Maryland dental radiation technologist certificate renewal, please use the Board's Dental Radiation Technologist On-Line Renewal System, and follow the instructions below:

Before you renew online, you will need the following:

1. Your Maryland Dental Radiation Technologist Certificate and Social Security Number.
2. A printer, to print a copy of your Application or Receipt.
3. Internet Access.
4. Your Visa or Master Credit Card **only** (The Board does not accept cash, American Express or Discover).
5. **If you wish to pay by check or money order** you must complete a hard copy of the dental radiation technologist odd-numbered certificate renewal application form and submit to the Board on or before March 1, 2017. You may download the certificate renewal application form from the Board's web site: **www.dhmf.md.gov/dental** and click on Forms and Applications Tab at the top of the page and scroll down to Dental Radiation Technologist odd-numbered certificate.

To Renew On-Line:

1. Go to the Board's web site at www.dhmf.md.gov/dental and select the LICENSE RENEWALS tab.
 - a. In order to begin the renewal process, all certificate holders must click the register button. The next screen will then prompt you to the Registration page.
2. **Registration Page:** Enter your certificate number and your full social security number without any dashes, then click Search. (If you don't remember the Certificate Number return to the Home Page of our website and click the License Verification tab on the left, enter your first and last name. The next screen will then provide that information for you. You will then return to the renewal site and follow step 1 again. (Please **do not** use your old username and password from the previous renewal)).
3. The Registration Page will now display your record information. Scroll down to User ID section and create a new User ID and Password. (Password must be six characters or more) Confirm your password. Click the register button. On the left hand side under Menu, click Login page.
4. **Login Page:**
 - a. Enter the User ID you created in the username field.
 - b. Enter the password you created in the password field. Click Login. (You will be prompted to click the Login

page on the left side under menu).

5. **License Renewal Home Page:** To renew a certificate, click on Renew License on the top left-hand side of this page. Then under Renewable License, click on the word **Renew License** again.
6. Remember to press the Submit, Complete, and Save/Complete buttons at the end of each section. Please make sure that the **Demographics, Questions, CE Credits, and Remarks** tabs on the left side of screen are checked, otherwise you will not be able to click on the **Pay Fees** button.
7. Upon completion of your online renewal application, please remember to print your receipt for your records.

IF YOU WISH TO RENEW BY MAIL YOU MUST:

1. Download the certificate renewal application form from the Board's website (www.dhmdh.md.gov/dental) by clicking on the Forms & Applications tab.
2. Complete the hard copy of the Dental Radiation Technologist renewal application form.
3. Attach a check or money order payable to the **Maryland State Board of Dental Examiners. (no cash accepted).**
4. Submit all required documentation to the Board. All documentation must be postmarked by March 1st.

Payment Method:

Select Visa or MasterCard credit card payment. (The Board does not accept cash, American Express or Discover). Applications will be processed within 24-36 hours.

IMPORTANT NOTICE:

1. If you are unable to complete your application on-line for any reason, please go to our web site at www.dhmdh.md.gov/dental to download a hard copy of the dental radiation technologist certificate odd-numbered renewal application form for the 2017 cycle. **You may not use the on-line system after April 3rd.**
2. If the Board receives a renewal application between March 2nd through April 3rd, a late fee in addition to the renewal fee is due.

ODD-NUMBERED CERTIFICATE HOLDERS ENDING IN (1, 3, 5, 7 or 9): The renewal fee for dental radiation technologist odd-numbered is \$68.00. Therefore, dental radiation technologists who renew their certificates between March 2, 2017 and April 3, 2017 will be required to pay an additional \$50.00 late fee (\$68.00 + \$50.00 = \$118.00). Dental radiation technologists that do not renew by April 3rd are considered to be practicing without a certificate, and may be subject to Board disciplinary action.

FOR ASSISTANCE PLEASE CONTACT:

On-Line Renewal Assistance **ONLY:**

Dental Radiation Technologist Renewal Questions:

The Maryland State Board of Dental Examiners

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Monday - Friday (10:00 a.m. - 12:00 p.m.) &
(2:00 p.m. - 4:00 p.m. **ONLY**)
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